

## Greater Renton-Tukwila Youth Soccer Association

Title: State Tournament

Policy and Procedure Number: 024

Revision: NEW

Approval Date: TBD

### A. Purpose

This procedure defines the responsibilities of the GRTYSA State Cup Representative.  
{Editorial comment – we should consistently use either Tournament or Cup}

### B. Responsibilities

GRTYSA state cup rep shall act on behalf of the association in a full professional, ethical, legal and administrative manner as pertains to the job description below. All duties shall be completed and a monthly report shall be provided to the association monthly meeting. State Cup Rep shall work with the GRTYSA field scheduler, to ensure that all home games are scheduled as per the needs of the association as a whole, not as individual clubs, or teams.

1. Attend all State Tournament meetings that begin in October and continue through March.
2. Advocate GRTYSA teams in the State Tournaments meetings.
3. Contact all your coaches who are in the State Cups.
  - a. Introduce yourself and provide your telephone number and e-mail address.
  - b. Explain that **YOU** are to be their source for **ALL** information, and **YOU** are the one that they call for **ALL** their questions. They are **NOT** to call the State Office or the Tournament Directors because.
4. Verify that all your coaches have received the Tournament packets (usually mailed by January 1<sup>st</sup>).
  - a. Answer all their questions
  - b. Ensure they understand all requirements and procedures.
  - c. Review their schedules with them.
  - d. Emphasize that for their home games they will be responsible for fields, referees (3-men crews), etc.
  - e. Emphasize they are to call in their score whether they win or lose, **NO EXCEPTIONS**.
  - f. Request that they notify you within one week with all of the information of their game times and fields.
5. Receive coaches' reports of their scores.
  - a. Call the coach you have not received their scores by 7:30pm of the day of their game.
6. Call all of the coaches for the quarter finals-semis-and final games- to answer questions, verify game dates, times and locations, as well as directions to these matches {Editorial – is this different than other Tournament games?}. Offer extra game sheets if needed {Editorial – What is this? Isn't it also needed for regular tournament games?}.
7. Request that coaches of teams advancing to the quarterfinals submit their team pictures and rosters for the Championship Programs to you in a by {need a specific due date}. You will be **REQUIRED** to turn these pictures and rosters in to the State Cup Committee at the final January State Cup meeting.

8. Be available as field monitors for quarterfinal and semifinal games {is this really a responsibility?}.
9. For the finals- call the coaches and offer to assist any way that you can {Is this really unique to finals?}. Again verify all the information about the finals with the team {why do it again?} Remind all teams that are playing in the Championship {Editorial – is Championship and finals the same thing? What is the reminder for?} game that all birth certificates must be certified and not hospital certificates. {Editorial – isn't this already covered in the basic registration process?}

#### C. Process

1. (any process? How about a process for scheduling coordination)

#### D. Tournament Referee Assignment Process (role: Tournament assignor)

1. Maintain a list of eligible referees within assignor's area (what is an area, what is source of list)
2. Select and assign referees and assistant referees to matches within jurisdiction (criteria?)
3. Promptly notify all parties (referees, coaches) of any change or cancellation of game assignments.
4. Compile referee assignment list for payment purposes.
5. Provide feedback to the local referee administrator regarding referee reliability on assignments.
6. Request education assessments and evaluation of referees (from who)
7. Work with DSA (who?) in assigning referees for upgrade assessments (triggered by ref?) Assist state game assignor and tournament assignors with information on local referee ratings/qualifications.

#### E. Role of Tournament Assignor

1. Requirement: Must be a registered USSF referee assignor. Must be able to work with state games assignor and league assignor to coordinate tournament assignments.